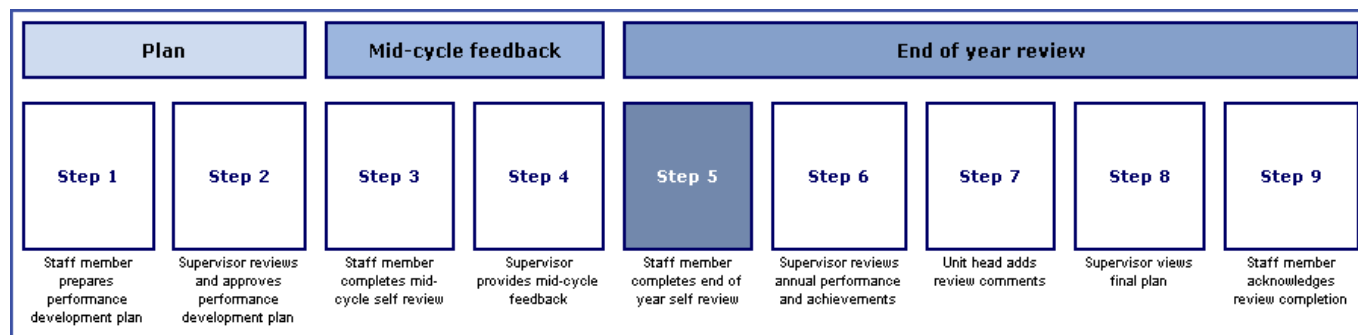


**Performance Development Online Process**
**Step 5**

The following example employees will be referred to throughout the performance development online training documentation:

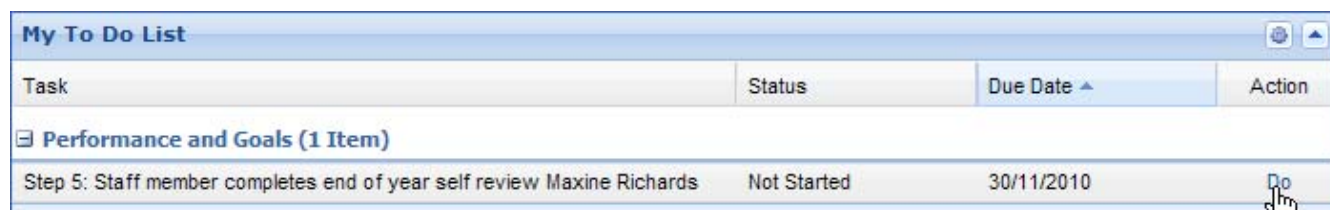
- Maxine Richards (staff member)
- Cynthia Rodders (supervisor)
- Laurence Warren Charger (unit head)

**Step 5 of the performance development process is owned by the staff member**


Step 5 of the performance development process is for the staff member to complete their end of year self review and provide comments. The staff member and supervisor should arrange to meet, review and discuss the end of year comments. PDO provides for comments regarding progress in each of the areas of Career Aspirations, 3 Year Goals, Leadership Goals and Workload Allocation as well as for overall comments in the 'Comments' tab.

**Step: 5 Staff member completes end of year self review Maxine Richards**

Sign into PDO, and in the 'My To Do List', click on the step description or 'Do' under the word 'Action' for the task at Step 5: Staff member completes end of year self review Maxine Richards.


**Overview tab**

The 'Overview' tab will show the performance development process as being at step 5.

MONASH University Welcome Maxine Richards

Performance Development Online

Home | Reports

Dashboard | Plans

2009 - Monash Performance Development Online [Employee: Maxine Richards / Review Period: 2009]

Save Draft | Submit | Send Back | Request Input | Print Preview | Notes | Spell Check

Overview | Career Aspirations | 3 Year Goals | Leadership | Workload Allocation | Comments | Send Back & Input History

Academic performance development process

| Plan   |  | Mid-cycle feedback                           |  | End of year review                             |  |                                |                             |   |
|--|--|--|--|--|--|--------------------------------|-----------------------------|---|
| Step 1   | Step 2   | Step 3                                       | Step 4                                 | Step 5   | Step 6   | Step 7                         | Step 8                      | Step 9                                      |
| Staff member prepares performance development plan | Supervisor reviews and approves performance development plan | Staff member completes mid-cycle self review | Supervisor provides mid-cycle feedback | Staff member completes end of year self review | Supervisor reviews annual performance and achievements | Unit head adds review comments | Supervisor views final plan | Staff member acknowledges review completion |

**Career Aspirations tab**

Career aspirations entered at step 1 are no longer editable. They will remain this way for the remainder of the process and will be copied into the next year’s plan.

Career Aspirations

*The University is committed to developing its staff in line with their career aspirations and University goals. More information to help you complete this section of the plan can be found on the [Career Aspirations link](#). You can also look on the [Performance Development website](#).*

What are your career aspirations over the next 3 years? To strengthen international standing as an eminent scholar and a leading researcher in the field of genetic engineering

Summarise how you will contribute to your faculty / department / school / centre / campus measures and targets over the next 3 years?

- Increase research impact through publications, supervision and grant success to contribute towards the faculty’s objective of improving its research ratings amongst the Go8 universities.
- Identify and implement strategies to contribute to the faculty’s objective of strengthening the flow on from undergraduate courses to HDR courses.

**3 Year Goals tab**

A new text box is populated under the Supervisor’s mid-cycle comments for each goal called ‘Actual annual achievements and comments’. Enter actual annual achievements and end of year comments documenting progress made against each goal.

3 Year Goals - Goals, strategies and annual achievement indicators: 1 of 2

Please select the applicable area of academic activity: Education

3 year goals – What are your performance goals to enable you to achieve the University’s objectives and your career aspirations?

- Attract more HDR students via the faculty scholarship program.

Strategies – What are your strategies and what development and/or support do you require to achieve the performance goals?

- Investigate potential collaborative arrangements to maximise the use of new technologies and student learning options.

Achievement indicators – What annual targets and measures will demonstrate that you have achieved the performance goals?

- Newly introduced major to attract a sustainable cohort of student enrolments.

Staff member’s mid-cycle comments

- Progressing well on introducing a new major to attract a sustainable cohort of student enrolments.

Supervisor’s mid-cycle comments

- Well done on your progress so far.

Actual annual achievements and comments

- The new major will be introduced in two months time. A substantial amount of interest has been received in regards to enrolments.

### Leadership tab

A new text box is populated under the Supervisor's mid-cycle comments for each goal called 'Actual annual achievements and comments'. Enter actual annual achievements and comments documenting progress made against each goal.

Leadership Role - Goals, strategies and annual achievement indicators: 1 of 1

Please select the applicable area of academic activity: Education - standing

3 year goals - What are your performance goals to enable you to achieve the University's objectives and your career aspirations?  
 • Improve the faculty's educational outcomes and benchmark to be at least 3rd in the G08.

Strategies - What are your strategies and what development and/or support do you require to achieve the performance goals?  
 • Introduce new courses consistent with strategic direction and scope the implementation of courses in overseas campuses.  
 • Strengthen the flow on from undergraduate courses to HDR courses.

Achievement indicators - What annual targets and measures will demonstrate that you have achieved the performance goals?  
 • Number of courses developed with other universities

Staff member's mid-cycle comments: • Progressing of the development of two courses.

Supervisor's mid-cycle comments: • Well done on your progress so far.

Actual annual achievements and comments: • Two new courses have been developed this year. A third one will be worked on in the following year.

### Workload Allocation tab

Workload allocation information entered at step 1 is no longer editable. It will remain this way for the remainder of the process and will not be copied into the next year's plan.

*\*Throughout the 9 step performance development process, portfolio attachments can be viewed, added and/or deleted from the performance development plan via the overview tab.*

A new text box is populated under the Supervisor's mid-cycle comments called 'Staff member's end of year comments'. Enter end of year comments documenting progress made and/or changes to workload allocation.

What is your workload allocation for the next 12 months?

Summarise your workload allocation below and/or attach your workload allocation document in the 'Portfolio Attachments' section of the 'Overview' tab.  
 More information to help you complete this section of the plan can be found on the following links:  
[Workload Allocation explained](#)  
[Workload Allocation example](#)  
 You can also look on the Performance Development website.

Research (for example, outputs, grants and HDR supervision): 2009 Research Workload Allocation spreadsheet attached.

Education (for example, teaching improvement, leadership, innovation, standing): 2009 Education Workload Allocation spreadsheet attached.

Service (for example, internal, external, leadership): 2009 Service Workload Allocation spreadsheet attached.

Staff member's mid-cycle comments: • There are no changes to report on my workload allocation.

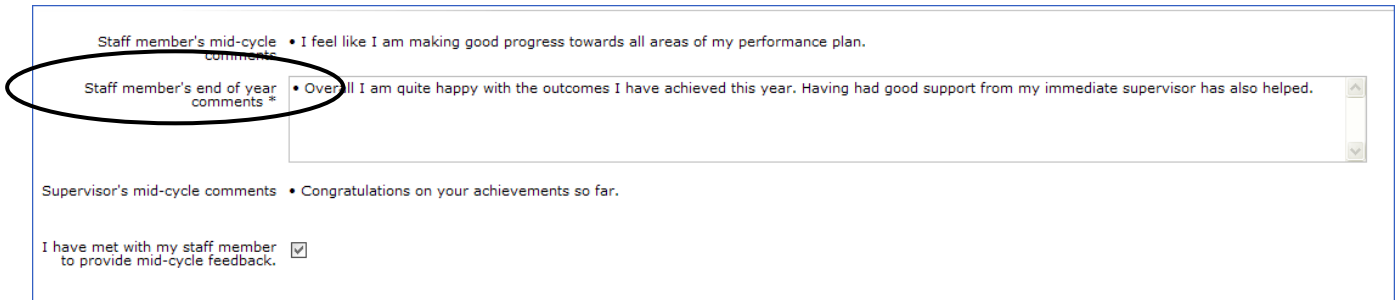
Supervisor's mid-cycle comments: • Please keep your plan updated should the circumstances change around this area.

Staff member's end of year comments: • I have managed to keep on track with my workload allocation this year. Next year may have some challenges and I will document these in the next year's plan.

### Comments tab

During the end of year review (steps 4 and 5), main achievements and any challenges encountered are discussed and documented. Staff members and supervisors should use the end of year discussion to reach agreement about the plan for the coming year.

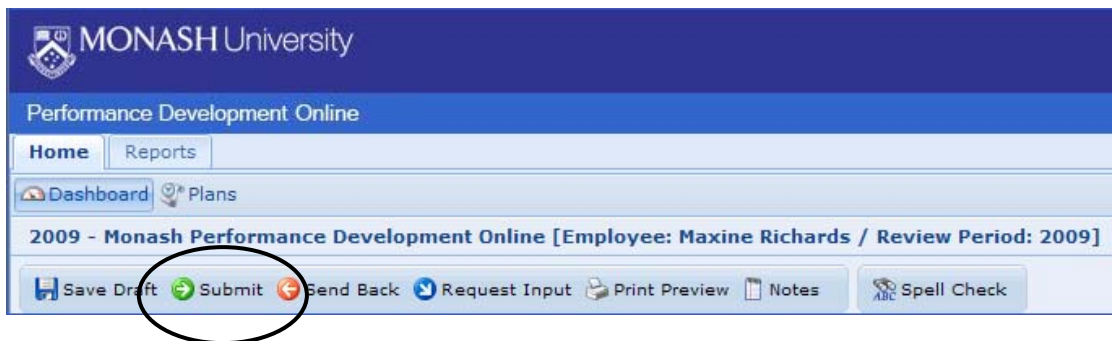
A new text box is populated under the staff member's mid-cycle comments text box called 'Staff member's end of year comments'. Enter end of year comments regarding overall progress for the performance development plan.



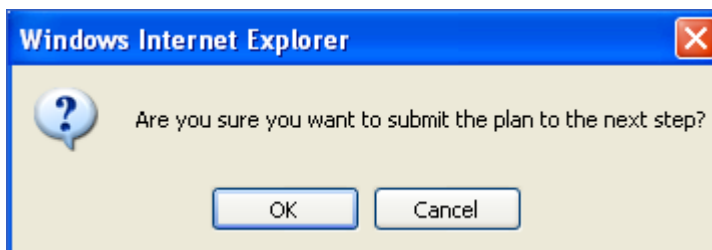
### Submitting the plan to Step 6

Once the staff member has entered end of year comments, the plan should then be submitted to the next step in the performance development process. Step 6: Supervisor reviews annual performance.

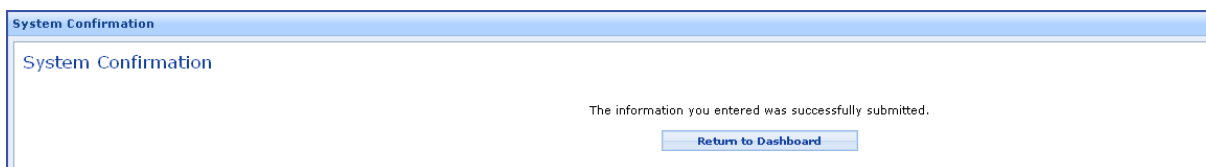
Click on the 'Submit' button



A confirmation will populate. Click on 'OK' to continue in submitting the plan.





A second confirmation will populate. Click on 'Return to Dashboard'



When returning to the dashboard, the plan will no longer be visible since it has been moved to step 6 of the performance development process.

**Home Dashboard**

**My To Do List**  

| Task | Status | Due Date ▲ | Action |
|------|--------|------------|--------|
|      |        |            |        |